



## Request to Film, Photograph or Videotape on University Property Form

### Instructions

Please read our policy: [POL-U6500.01 Film, Photography or Video Productions on University Property](#)

In order to process your request, please complete this form in its entirety and save it electronically under a new file name. **If applicable, a copy of the script MUST be attached to this form.** E-mail the completed form and copy of your script to [paul.cocke@wwu.edu](mailto:paul.cocke@wwu.edu) or call 360-650-3350 for mailing instructions.

**Producer** (check one box)

**Commercial**

**Non-Profit Organization**

Name: [Click here to enter text.](#)

Address (for Billing): [Click here to enter text.](#)

Contact Person: [Click here to enter text.](#) Phone: [Click here to enter text.](#) E-mail: [Click here to enter text.](#)

Is the producer licensed or certified? If so, by what organization? [Click here to enter text.](#)

How long has the producer been in media business? [Click here to enter text.](#)

Is there someone on campus (name and dept.) sponsoring your media activity? [Click here to enter text.](#)

A written agreement with the producer may need to be executed. Do you maintain a business liability insurance program and will a certificate of insurance including additional insured status be available to Western?  Yes  No

### Logistics

Proposed dates and times: [Click here to enter text.](#)

Exact location(s) on campus: [Click here to enter text.](#)

Describe vehicles and equipment to be brought on campus. Do you need a staging area? [Click here to enter text.](#)

Scope of activity and scenes (reference pages in script as well): [Click here to enter text.](#)

Why have you selected Western as your filming location? [Click here to enter text.](#)

**Film or Video Content**  A copy of the script is attached to this form.

What is the general plot or theme? What do you anticipate for a rating? [Click here to enter text.](#)

Have you been involved in other filming or video productions? Please identify titles and describe: [Click here to enter text.](#)

Will you reference Western's name, logo and other identifying marks in any way in the film? How? [Click here to enter text.](#)

Does the content include any of these elements (check each applicable box):  None of these elements will be included

Profanity

Violence

Nudity

Sex

Drug or alcohol abuse

Describe elements: [Click here to enter text.](#)